**Time management and Prioritization**

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Time management is the process of planning and exercising [conscious](https://en.wikipedia.org/wiki/Conscious) control of time spent on specific activities — especially to increase [effectiveness](https://en.wikipedia.org/wiki/Effectiveness), [efficiency](https://en.wikipedia.org/wiki/Efficiency), and [productivity](https://en.wikipedia.org/wiki/Productivity).

Time management involves demands relating to [work](https://en.wikipedia.org/wiki/Employment), [social life](https://en.wikipedia.org/wiki/Interpersonal_relationship), [family](https://en.wikipedia.org/wiki/Family), [hobbies](https://en.wikipedia.org/wiki/Hobby), personal interests, and commitments. Using time effectively gives people more choices in managing activities. Time management may be aided by a range of skills, tools, and techniques, especially when accomplishing specific tasks, projects, and goals complying with a due date. Effective managers recognize that time is a finite and invaluable resource. To excel in their roles, they undergo training to master the art of time management and prioritization. This training equips them to differentiate urgent tasks from low-pressure ones. It empowers them to allocate resources efficiently, ensuring maximum productivity. Furthermore, managers learn how to delegate responsibilities effectively, empowering their team members and fostering a sense of ownership. Equally important is their skill in managing their own time judiciously. This enables them to focus on strategic objectives and organizational goals without becoming overwhelmed by the myriad of trivial tasks that can divert their attention. While Prioritization is the process by which potential development items are ranked in order of importance. In terms of product management, this means determining which themes, initiatives, or features should get slotted into the product roadmap and the next set of upcoming product releases. Although product management generally leads the charge and facilitates prioritization exercises, it should always be a group effort. The opinions, perspectives, insights, and knowledge of various stakeholders from across the organization add immense value to the debates and decisions pertaining to which items get prioritized for the product roadmap. All SDDGPI Employees as well as the students follow Time management strictly in the organization. Also, the ethical behavior is primarily focused here.